



COLLEGE OF  
**AGRICULTURE  
& LIFE SCIENCES**  
MISSISSIPPI STATE UNIVERSITY™

**Undergraduate Advising Manual**

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## **College of Agriculture and Life Sciences Departments and Majors**

<http://www.cals.msstate.edu/depts/>

### **Agricultural Economics Department**

Undergraduate Coordinator: Dr. Randy Little

Agribusiness (B.S.)

Management Concentration

Policy and Law Concentration

Production Concentration

Environmental Economics and Management (B.S.)

### **Agricultural and Biological Engineering Department**

Undergraduate Coordinator: Dr. Joel Paz

Agricultural Engineering Technology and Business (B.S.)

Natural Resource and Environmental Management Concentration

Precision Agriculture Concentration

Enterprise Management Concentration

Surveying & Geomatics Concentration

### **Animal and Dairy Sciences Department**

Undergraduate Coordinator: Ms. Jessica Graves

Animal and Dairy Sciences (B.S.)

Science/Veterinary Science Concentration

Business and Industry Concentration

Production Management Concentration

### **Biochemistry, Molecular Biology, Entomology and Plant Pathology Department**

Undergraduate Coordinator: Dr. Ken Willeford

Biochemistry (B.S.)

Pre-Medicine Concentration

Pre-Dentistry Concentration

Pre-Pharmacy Concentration

Pre-Optometry Concentration

Pre-Veterinary Medicine Concentration

Pre-MBA Concentration

Bioinformatics Concentration  
Forensic Sciences Concentration  
Science Concentration  
Entomology Concentration  
Plant Pathology Concentration

### **Food Science, Nutrition, and Health Promotion Department**

Undergraduate Coordinators: Ms. Renee Matich and Dr. Wes Schilling

Food Science, Nutrition, and Health Promotion (B.S.)  
Culinology Concentration  
Food Safety Concentration  
Food Processing/Business Concentration  
Food Science Concentration  
Nutrition Concentration  
Culinology (B.S.)

### **School of Human Sciences**

Undergraduate Coordinator: Ms. Emily Shaw

Agricultural Science (B.S.)  
Agricultural Information Science (B.S.)  
Agricultural Leadership Concentration  
Teaching Concentration  
Human Sciences (B.S.)  
Apparel, Textiles and Merchandising Concentration  
Human Development and Family Studies Concentration

### **Landscape Architecture Department**

Undergraduate Coordinators: Dept. Head Sadik Artunc and Dr. Tim Schauwecker

Landscape Architecture (B.L.A.)  
Landscape Contracting (B.S.)

### **Plant and Soil Sciences Department**

Undergraduate Coordinator: Dr. Richard Harkess

Agronomy (B.S.)  
Agricultural and Environmental Soil Sciences Concentration  
Golf and Sports Turf Management Concentration  
Integrated Crop Management Concentration  
Integrated Pest Management Concentration  
Environmental Science in Agricultural Systems (B.S.)  
Horticulture (B.S.)

Floral Management Concentration  
Floriculture and Ornamental Horticulture Concentration

### **Poultry Science Department**

Undergraduate Coordinator: Dr. Aaron Kiess

Poultry Science (B.S.)

Business Management Concentration

Pre-Veterinary Medicine Concentration

Processed Products Concentration

Production Systems Concentration

### **Introduction**

The College of Agriculture and Life Sciences is dedicated to quality advisement which will ensure the enrichment and progress of both its students and its programs. The continued success of the academic advisement programs within the College depends on the cooperation and interaction of both faculty and students.

Each student within the College of Agriculture and Life Sciences is assigned an advisor within the department of their chosen major.

Students have the responsibility to:

- Take proactive steps to find out who their advisor is and where they are located.
- Meet with their advisor and discuss their academic plans and status with them.
- Develop a course schedule each semester.
- Ensure that the scheduled courses will fulfill the requirements of their chosen degree.
- Take full responsibility for registration. Registering for or dropping courses without the approval of the academic advisor may delay the graduation and/or cost additional tuition and fees.
- Know deadlines associated with adding/dropping courses, applying for graduation, withdrawing from the University, etc.

Faculty members have the responsibility to:

- Be available to students during posted office hours or by scheduled appointment.
- Help the student navigate academic policies and procedures.
- Serve as a reminder for course prerequisites and graduation requirements.
- Reference student's CAPP (Curriculum, Advising and Program Plan) to monitor progress towards a degree.
- Refer students towards campus resources (The Learning Center, The Writing Center, Student Support Services, Student Counseling Services, etc.) as appropriate.

Advisors may NOT give out a RAC number without meeting with a student.

## **Policies and Procedures**

Policies and Procedures are available on the Provost Office website as are the accompanying student forms involved.

### **I. Honor Code**

This should be included on all syllabi and exams, etc.

*“As a Mississippi State University student, I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”*

-Mississippi State University Student Honor Code

Here is a flowchart on the Honor Code Office website to the faculty reporting process:

<http://www.honorcode.msstate.edu/pdf/FacultyReportingProcess.pdf>

A faculty member may handle the case individually or turn it over to the Student Honor Code Office. Additional information is provided here as well as the violation report form:

<http://www.honorcode.msstate.edu/quicklinks/case.php>

A student found responsible for academic misconduct may appeal:

<http://www.honorcode.msstate.edu/pdf/appeal-process.pdf>

### **II. Degree Requirements – AOP 12.11**

<http://www.policies.msstate.edu/policypdfs/1211.pdf>

Key things to remember:

- 25% of upper level course work (3000/4000 level) must come from MSU
- No more than 50% of course work can be transferred from community/junior colleges
- Must earn a 2.0 cumulative GPA **and** 2.0 MSU GPA to graduate
- Catalog term requirements change if a student sits out two consecutive years or changes their major/program (i.e. concentration)

### **III. Credit and Grades – AOP 12.12**

<http://www.policies.msstate.edu/policypdfs/1212.pdf>

Key things to remember:

- Credit from community/junior colleges cannot be more than 50% of the degree. The remaining half of credit must come from a senior college (accredited and four year institutions).
- Departments determine whether technical credit is allowed. Maximum of 12 hours may be applied.
- Grades of “Incomplete” are issued for extenuating circumstances beyond the students control and are not to be used as an extension to complete homework/assignments.

#### **IV. Academic Records – AOP 12.13**

<http://www.policies.msstate.edu/policypdfs/1213.pdf>

Academic information cannot be released to anyone without the student’s consent. Check Banner>Student Records>General Student Information to view. The FERPA Release Form is on Registrar’s website: [http://www.registrar.msstate.edu/Students/FERPA\\_Release\\_Form\\_2014.pdf](http://www.registrar.msstate.edu/Students/FERPA_Release_Form_2014.pdf)

#### **V. Academic Standing**

The University requires minimum academic standards based on student classification. If a student does not meet this standard, they may be placed on probation, suspension or dismissal.

<http://catalog.msstate.edu/academicpolicies/creditsgradesandstanding/academicstanding/academicstanding.pdf>

- **Academic Probation – AOP 12.15**

<http://www.policies.msstate.edu/policypdfs/1215.pdf>

Students are restricted to 14 credit hours while on probation.

- **Academic Suspension and Dismissal – AOP 12.16**

<http://www.policies.msstate.edu/policypdfs/1216.pdf>

If placed on suspension, students have two choices: sit out one regular semester or participate in the Learning Skills Program which allows them to readmit early (with the consent of their department).

- **Petition for Early Readmission After Suspension** form through the Learning Skills Support Program: <http://www.tlc.msstate.edu/programs/lssp/>

Students are restricted to 14 credit hours when readmitted early after suspension.

- **Petition for Readmission After Dismissal** found on the Provost website:

[http://www.provost.msstate.edu/resources/students/forms/forms/Petition\\_for\\_readmission\\_after\\_dismissal.pdf](http://www.provost.msstate.edu/resources/students/forms/forms/Petition_for_readmission_after_dismissal.pdf)

\*\*Note: Students who have been dismissed must also complete the Readmission Application:

<http://www.registrar.msstate.edu/Students/Readmission%20Form.pdf>

A student who is placed on academic dismissal will be expected to sit out the entire academic year as per AOP 12.16. Exceptions to this will only be considered by the CALS Dean's Office in rare cases and for extenuating reasons.

- **Undergraduate Academic Fresh-Start – AOP 12.17**  
<http://www.policies.msstate.edu/policypdfs/1217.pdf>  
Students who have not been enrolled in any institution for at least 24 consecutive months.
- **Undergraduate Academic Amnesty – AOP 12.19**  
<http://www.policies.msstate.edu/policypdfs/1219.pdf>  
Cannot have attended anywhere for at least 5 years.

## VI. Changing Majors

Students changing majors must complete a Change of Major form. The “New College Representative” signature line must be signed by the appropriate Dean's Office before a student can be released from the “Former College Representative”. Students transferring into CALS must have a minimum of an overall 2.0 GPA. If a student changes concentration within their declared major, their catalog term will also get updated to the semester they are making the change and they will be held to the “new” catalog term requirements for that major.

## VII. Checklist for Common Petitions

During a regular semester, a student has through the 5<sup>th</sup> class day to drop a course on Banner and the 6<sup>th</sup> class day to add a course within Banner without fee or academic penalty. **See AOP 12.01.**

- **Late Drops:** After 5<sup>th</sup> class day until 30<sup>th</sup> class day with W to appear on transcript
  1. Add/drop form should be completed in its entirety.
  2. Signatures needed: Advisor and Dean
  3. Student will get assigned a late fee.
  4. Form must be submitted to Registrar's Office.
  5. Refunds, if any, will be determined via the Registrar's Office.
- **Late Adds (After 6<sup>th</sup> class day):** Such requests **should not be common** and should be requested only in extraordinary circumstances.
  1. Add/drop form should be completed in its entirety.
  2. Signatures needed: Class instructor (late adds only), Advisor and Dean
  3. Student will get assigned a late fee.
  4. Form must be submitted to Registrar's Office.
- **Overload Petition:** Student must meet GPA requirements as stated in the **AOP 12.22** Undergraduate Student Course Load.



1. Overload petition can be found on Provost website and should be completed in its entirety with complete listing of classes to be taken—including specific section number of overload course.

<http://www.provost.msstate.edu/fsr/students/forms/>

2. Signatures required: Student, Advisor, Department Head and Dean
3. Form must be submitted to Registrar's Office
4. Student adds class on Banner.

- **Academic Forgiveness** – Student limited to 2 retakes during MSU career. **See AOP 12.20.**

1. List of courses student is eligible to take as retake are available to students and faculty online.
2. Only courses taken at MSU are eligible to be retaken under Academic Forgiveness.
3. Must be selected by the student during the official add period (i.e. 6<sup>th</sup> class day) of the term during which retake is requested. Late Academic Forgiveness requests will not be considered.
4. Courses where F grades were earned as a result of academic misconduct are not eligible.
5. Can only be used one time for the same course.

\*\*Note: For courses retaken or repeated, the last grade received in a retaken course will be applied towards graduation, even if the grade is lower or an F in a previously “passed” class.

- **Withdrawal from the University – AOP 12.02**

1. Student initiates withdrawal of all courses on Banner.
2. Refunds, if any, will be determined via the Registrar's Office.

- **Grade Appeal – AOP 13.14**

1. Time sensitive!
2. Very carefully follow the procedure listed in the policy.
3. Student needs to complete the Grade Appeal form found on the Provost website.
4. The process goes through the instructor's Dean, not the student's Dean.

- **Permission for Undergraduate to take Graduate Courses**

1. Permission can only be requested in student's last semester prior to graduation.
2. Form available online at Graduate School website with eligibility requirements listed at the top of the form.
3. Signatures needed: Student, Course Instructor, Department Head (undergraduate and graduate programs), Dean (Undergraduate and Graduate programs), and Provost
4. Completed form submitted to the Graduate School.
5. Student must add requested course on Banner.

## **Campus Resources for Students**

1. The Learning Center (free tutoring for many core courses)  
<http://www.tlc.msstate.edu/tutoring/>
2. The Writing Center  
<http://www.writingcenter.msstate.edu/>
3. The Career Center (job search, mock interviews, resume building)  
<http://www.career.msstate.edu/>
4. Student Support Services (help for disabilities, first generation college students, low income students)  
<http://www.sss.msstate.edu/>
5. The Counseling Center  
<http://www.health.msstate.edu/scs/>
6. Student Financial Aid  
<http://www.sfa.msstate.edu/>
7. University Library  
<http://library.msstate.edu/>
8. Shackouls Honors College  
<http://www.honors.msstate.edu/>
9. Campus Organizations  
<http://www.one.msstate.edu/>
10. Office of Study Abroad  
<http://studyabroad.msstate.edu/index.html>
11. National Student Exchange  
<http://www.provost.msstate.edu/fsr/students/exchange/>
12. Office of International Services  
<http://www.admissions.msstate.edu/international/>

## **Academic Common Market**

The ACM program is administered through the Provost Office with the help of the College and Departments involved. Please refer to their website for eligibility requirements. For a complete list of eligible programs, visit the Southern Regional Education Board at [www.sreb.org](http://www.sreb.org). Find “Search For Programs”> Select the state of residence of the inquiring student> Click “Search for All Programs”> Select Mississippi > Select MSU.

A faculty member can see if a student is receiving the out-of-state ACM waiver by going to Banner>Student Records>General Student Information> putting in the student’s netID>and

viewing the “Attributes” line near the top of the student’s record. For students who fall out of compliance with ACM, a tuition remission appeal form is available on the Provost website.

[http://www.provost.msstate.edu/pdf/ACM\\_Appeals\\_Form.pdf](http://www.provost.msstate.edu/pdf/ACM_Appeals_Form.pdf)

## **Scholarships**

- For University scholarships, contact the Office of Admissions and Scholarships.
- For CALS scholarships, applications will be available on the college website from October 1 through February 1.
- For Departmental scholarships, contact your departmental Undergraduate Coordinator.